

TOWN OF Herndon

DEPARTMENT OF FINANCE

SOLE SOURCE/PROPRIETARY PURCHASING REQUEST

TO: Purchasing Department

FROM: Evette Ross

DATE: February 22, 2018

REFERENCE: Requisition #1337

Subject to the provision of §2.2-4303E of the Code of Virginia, contracts shall be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

Upon written determination that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination.

Sole source requests must contain a memorandum from the department that addresses in a direct and concise manner the follow points:

1. Explain why this is the only product or service that can meet the needs of the department. Uniqueness? Compatibility? Integral component?
This is a repair needed for our Vactor Sewer Truck which is specialized for cleaning sewers.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
Virginia Public Works Equipment is the only factory authorized dealer for Vactor products, parts and service in the state of Virginia
3. Explain why the price for this product or service is considered reasonable.
It is our only option for Vactor parts and are equivalent or cheaper to Fairfax county's parts list price in their Sole Source contract with VPWE.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to obtain the best possible pricing?

Internet searches for other Vactor authorized dealers yielded no results. Vactor's website listed only Virginia Public Works Equipment as the only option, therefore there are no other pricing options available outside of this organization.



2/22/2018

Department Director's Signature

Date



2/22/2018

Purchasing Agent

Date

☒ approved

☐ rejected